

## Schedule of Monthly Claim Due Dates

Please submit monthly claims **on or before the 15<sup>th</sup> of the following month.**

Monthly claim forms can be located on the Maine CACFP webpage under the "Forms & Instructions" tab: <http://www.maine.gov/dhhs/ocfs/ec/occhs/foodpgm.htm>

**Please note:** State rules require claims to be submitted by the 15<sup>th</sup> of the following month, however Federal Regulations allow claims to be paid if submitted to DHHS up to 60 days after the last day of the month you are claiming for. The 60 days should be used for extenuating circumstance. Our office requires submission of claims **on or before the 15<sup>th</sup> of the following month** for the following reasons:

- Submitting claims within the 15 days is to your benefit.
  - Your institution will receive reimbursement sooner.
  - The 15 day timeframe allows you time to make any necessary revisions.
- The 60 days includes any revisions that may need to be made.
  - Once the 60 days have passed a revision cannot be made without a 1 in 3 year exception.
  - Following the 15 day request will give you time to correct mistakes without having to request a 1 in 3 year exception.

### Claim Schedule for the 2014-2015 Agreement Year

Claim Month	Due Date	60 Days
October 2014	November 15, 2014	December 30, 2014
November 2014	December 15, 2014	January 29, 2015
December 2014	January 15, 2015	March 1, 2015
January 2015	February 15, 2015	April 1, 2015
February 2015	March 15, 2015	April 29, 2015
March 2015	April 15, 2015	May 30, 2015
April 2015	May 15, 2015	June 29, 2015
May 2015	June 15, 2015	July 30, 2015
June 2015	July 15, 2015	August 29, 2015
July 2015	August 15, 2015	September 29, 2015
August 2015	September 15, 2015	October 30, 2015
September 2015	October 15, 2015	November 29, 2015

**Mailing Address** Child and Adult Care Food Program  
Office of Child and Family Services  
Maine Department of Health and Human Services  
2 Anthony Avenue  
11 State House Station  
Augusta, Maine 04333-0023